

FAUQUIER COUNTY AIRPORT COMMITTEE

MEETING SUMMARY

REGULAR MEETING

Monday, May 16, 2005 – 5:30 p.m.

Warrenton-Fauquier Airport Conference Room

1. Call to Order:

The Chairman called the meeting of the Fauquier County Airport Committee to order at 5:40 p.m. on 16 May 2005 in the Warrenton-Fauquier Airport Conference Room, Midland, Virginia. In attendance were:

Committee (Voting) Members:

James W. Van Luven	Center District Representative
Dennis Hunsberger	Citizen at Large
Frank Rader	Lee District Representative
Willis P. Risdon	Citizen at Large
Bob Newman	Airport Tenant/Owner
Arthur Nash	Marshall District Representative
Charles M. Medvitz	Scott District Representative
Rick Gerhardt	Cedar Run District Representative

County Staff:

Tony Hooper	Deputy County Administrator
Michael Anderson	Airport Manager
Chrissy Kirby	Executive Assistant, County Administration
George Paris	Campbell and Paris Engineers

Staff:

Stephen S. Roszel, Sr.	Essar Aviation
Ross Dillman	Essar Aviation

Absent:

Visitors:

David Fields	Owner/Operator
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2. Adoption of Agenda:

Willis Risdon moved and Bob Newman seconded a motion to adopt the May 16, 2005 meeting agenda. The motion carried unanimously.

3. Citizens' Time:

No one spoke.

4. Adoption of the Minutes:

Willis Risdon moved and Bob Newman seconded a motion to adopt the April 25, 2005 meeting minutes. The motion carried unanimously.

5. Update from Airport Manager:

Mike Anderson reported that the Agricultural RFP was re-released; however, the response was not what was expected. Mr. Anderson indicated that the RFP would be released in the fall after the construction is completed.

Mr. Anderson stated there were currently sixteen (16) persons on the County hangar wait list.

Mr. Anderson updated the Committee on the status of the Airport Sewer Project. Mr. Anderson advised that it is expected that the terminal building would be connected to the pump grinder station next week. Mr. Anderson indicated that the entire project should be completed by mid-June.

Mr. Anderson stated that T-Hangar #3 construction was held up due to changes that John Marshall Soil and Water Conservation District requested in the drainage basin.

Jim Van Luven questioned when the Federal Aviation Administration website would be updated to reflect new specifications on the runway. Mr. Anderson responded that he has been working with Joe Delia of the FAA to have Airport information updated. Mr. Anderson indicated that the information should be updated within the next month or so.

Mr. Anderson advised the Committee that currently T-Hangar #3 construction is approximately three (3) weeks behind schedule and Runway Phase 3 construction is approximately (2) weeks behind. Mr. Anderson stated that Runway Phase 2 completion work will begin on Monday.

Mr. Van Luven requested that the Airport entrance sign be updated and contain a more professional design. Mr. Van Luven indicated that the Virginia Department of Aviation would provide 50% funding for the replacement of the entrance sign. Mr. Van Luven appointed David Fields to work on a new design for the sign.

6. Update from FBO:

Ross Dillman reported that "all is going well" with the FBO. Steve Roszel, Jr. was unable to attend the meeting to provide an update.

David Fields reported that there were five (5) turbine aircraft on the field for Gold Cup weekend. Mr. Fields indicated that there were approximately 1,300 gallons of fuel sold on that particular weekend.

Mr. Fields advised the committee that on June 11 & 12, 2005 Lance Air would be providing demonstrations of their aircrafts.

7. Update from Campbell and Paris Engineers:

George Paris advised the Committee that contractors would begin completion of Phase 2 punchlist items on Monday.

Mr. Paris indicated that the new concrete basin for T-Hangar #3 has been ordered and construction is anticipated to begin on June 1, 2005. Mr. Paris stated that the change order required +/- \$10,000 and the Virginia Department of Aviation would reimburse 80% of the costs.

Mr. Paris updated the Committee on the status of the Land Acquisition Project. Mr. Paris indicated that three (3) offers have been made and that concurrence from the Federal Aviation Administration and Virginia Department of Aviation has been received.

Mr. Paris stated that the site plan for T-Hangar #4 is ready for submission to ESI. Mr. Paris indicated that some grading for the site will affect adjacent property.

Mr. Paris advised the Committee that the AWOS is now ready for bidding.

8. Update from Tony Hooper:

Prior to beginning discussions, Mr. Jim Van Luven removed himself from the conversations regarding the proposed Range 82 – Firing Range.

Tony Hooper reviewed the Range 82 proposal. Mr. Hooper indicated that he has corresponded with the Federal Aviation Administration, Virginia Department of Aviation and Campbell and Paris Engineers regarding the proposed firing range. Mr. Hooper advised the Committee that the BZA has met and deferred their decision until the Airport Committee submits its position on the proposals. Mr. Hooper indicated that the Airport Committee would need to make their recommendations to the BZA no later than May 19, 2005. Mr. Hooper indicated that the Federal Aviation Administration, Virginia Department of Aviation and Campbell Paris Engineers were not able to state if the proposal was in violation of the Regulations. All agencies have indicated that the proposal was a County land use issue.

Mr. Hooper presented a draft letter to the Committee for review. After lengthy discussions among Committee members and staff, the following recommendation was made:

Rick Gerhart motioned to revise the letter pursuant to Committee discussions and recommend to the BZA denial of the application. Chuck Medvitz seconded the motion. The vote was as follows:

Yeas – Rick Gerhart, Frank Rader, Willis Rison, Arthur Nash and Chuck Medvitz
Nays – Dennis Hunsberger
Abstain – Jim Van Luven

Mr. Hooper presented the proposed ACIP, as shown below:

6-YEAR CAPITAL IMPROVEMENT, MAINTENANCE, AND F&E PROGRAMS PREAPPLICATION						5/4/2005
AIRPORT NAME WARRENTON-FAUQUIER AIRPORT SPONSOR NAME BOARD OF SUPERVISORS COUNTY OF FAUQUIER ADDRESS 10 HOTEL STREET SUITE 204 CITY WARRENTON, VA. ZIP CODE 22186		SUBMITTED BY: TONY HOOPER TITLE ASSIST. COUNTY ADMIN. TELEPHONE 703 347 8880		I HEREBY CERTIFY THAT THE AIRPORT IS FREE AND CLEAR OF HAZARDS TO NAVIGABLE AIRSPACE IN ACCORDANCE WITH FAR PART 77 AND VAR. SECTION 24-VAC 5-20-140 SIGNATURE:		
PROJECT DESCRIPTION	TOTAL COST	FEDERAL FUNDS	STATE FUNDS	LOCAL FUNDS	REMARKS	
CURRENT YEAR 1						
1.) NEW T-HANGAR #4 SITE IMPROVEMENTS - CONSTRUCTION	\$850,000	NA *	\$680,000	\$170,000	SITE FOR COUNTY TO LEASE	
2.) NEW CLEAR SPAN HANGAR No. 1 SITEWORK - CONST.	\$500,000	NA *	\$333,500	\$166,500	BUILDING FOR COUNTY TO LEASE	
3.) NEW CLEAR SPAN HANGAR No. 2 SITEWORK - DESIGN	\$50,000	NA *	\$33,350	\$16,650	BUILDING FOR COUNTY TO LEASE	
4.) NEW T-HANGAR BUILDING No. 5 SITEWORK - DESIGN	\$50,000	NA *	\$33,350	\$16,650	BUILDING FOR COUNTY TO LEASE	
5.) AS-BUILT ALP	\$30,000	\$28,500 *	\$900	\$600	UPDATE ALP TO REFLECT INFRASTRUCTURE	
6.) LAND ACQ. (RP2/EAST SIDE)	\$1,000,000	\$950,000 *	\$30,000	\$20,000	REQD FOR FUTURE DEVELOPMENT/PROTECTION	
7.) ILS/MALS/ARWOS INSTALLATION	DESIGN AND INSTALLATION ALREADY UNDERWAY AND PROGRAMMED FOR FUNDING THRU DOAV - F&E					
YEAR 2 2007-2008*****						
8.) TERMINAL BUILDING/LANDSIDE IMPROVEMENTS - DESIGN	\$300,000	NA *	\$210,000	\$90,000	ASSUMING 70% PUBLIC USE	
9.) NEW CLEAR SPAN HANGAR No. 2 HANGAR SITEWORK - CONST.	\$500,000	NA *	\$333,500	\$166,500	BUILDING FOR COUNTY TO LEASE	
10.) NEW T-HANGAR BUILDING No. 5 SITEWORK - CONSTRUCTION	\$750,000	NA *	\$500,250	\$249,750	BUILDING FOR COUNTY TO LEASE	
11.) NEW T-HANGAR BUILDING No. 6 SITEWORK - DESIGN	\$50,000	NA *	\$33,350	\$16,650	BUILDING FOR COUNTY TO LEASE	
YEAR 3 2008-2009*****						
12.) TERMINAL BUILDING/LANDSIDE IMPROVEMENTS	\$2,100,000	NA *	\$1,470,000	\$630,000	ASSUMING 70% PUBLIC USE	
13.) ACCESS ROAD REHAB	\$500,000	\$475,000 *	\$15,000	\$10,000	REQUIRED FOR FUTURE DEVELOPMENT	
14.) NEW T-HANGAR BUILDING No. 6 SITEWORK - CONSTRUCTION	\$750,000	NA *	\$500,250	\$249,750	BUILDING FOR COUNTY TO LEASE	
15.) ALP/MPU	\$300,000	\$285,000 *	\$9,000	\$6,000	ALP/MPU FOR FUTURE DEVELOPMENT	
YEAR 4-6 2009-2011*****						
TO BE DETERMINED	\$0	\$0	\$0	\$0		

* POTENTIAL USE OF AIP-GA ENTITLEMENTS (150,000/y)

The following items were discussed between Committee members and staff:

- T-Hangar #4 site improvements will be funded by the Virginia Department of Aviation and Essar Aviation, LLC will provide the local matching funds.
- The Airport has received a proposal to construction a Clear Span Hangar facility. If the construction of the Clear Span Hangar requires the movement of the Beacon the costs would be reimbursable through the Virginia Department of Aviation (80/20 – F&E project).
- Maintenance hangar facility would be construction through the proposal of the FBO RFP.
- T-Hangars #5 & #6 could possibly be County-owned hangars. Committee requested further investigation of the market for hangars prior to final decision on the Airport constructing hangar units.
- Airport Layout Plan is being updated to show current and future development.
- Clear Span Hangar #1 – Tentative allocation awarded last year. In order to retain funding, a grant application must be prepared that would provide specific building parameters.
- Draft Terminal Feasibility Study will be presented to Committee for discussion in June 2005.

Mr. Hooper reviewed the following expenditure and revenue projections for the Airport:

EXPENDITURES

Cost Code	Description	FY 2005 Budget	FY 2006 Request	FY 2007 Request	FY 2008 Request	FY 2009 Request	FY 2010 Request	Comments
81722-1101	Salaries - 2 Full Time	\$ 62,672.00	\$ 66,612.00	\$ 68,610.00	\$ 70,668.00	\$ 72,788.00	\$ 74,971.00	
81722-1201	Overtime	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
81722-1302	Salaries - Part-Time Employee	\$ 2,388.00	\$ 2,615.00	\$ 2,693.00	\$ 2,701.00	\$ 2,782.00	\$ 2,865.00	
81722-2100	FICA	\$ 5,168.00	\$ 5,318.00	\$ 5,477.00	\$ 5,641.00	\$ 5,810.00	\$ 5,984.00	
81722-2210	Retirement - VRS	\$ 5,703.00	\$ 7,099.00	\$ 7,312.00	\$ 7,531.00	\$ 7,757.00	\$ 7,990.00	
81722-2310	Health Insurance	\$ 8,200.00	\$ 9,428.00	\$ 9,711.00	\$ 10,002.00	\$ 10,302.00	\$ 10,611.00	
81722-2400	Group Life	\$ 552.00	\$ 736.00	\$ 758.00	\$ 781.00	\$ 804.00	\$ 828.00	
81722-2720	Worker's Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
81722-3160	Professional Services - Other	\$ 10,800.00	\$ 1,000.00	\$ 1,000.00	\$ 1,200.00	\$ 1,500.00	\$ 1,800.00	
81722-3310	Repairs/Maintenance - Equipment/Structures	\$ 74,660.00	\$ 62,400.00	\$ 65,000.00	\$ 65,000.00	\$ 20,000.00	\$ 20,000.00	Last T-Hangar Roof - 2008
81722-3311	Repairs & Maintenance - Motor Vehicles	\$ -	\$ 800.00	\$ -	\$ -	\$ -	\$ -	
81722-3840	Services - Other Governments	\$ -	\$ 400.00	\$ 500.00	\$ 600.00	\$ 650.00	\$ 700.00	
81722-4210	Fleet Fuel/Gasoline/Diesel	\$ 565.00	\$ 1,500.00	\$ 2,000.00	\$ 2,500.00	\$ 2,000.00	\$ 2,000.00	
81722-4220	Fleet Parts	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	
81722-4230	Fleet Labor	\$ 835.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	
81722-5110	Electrical Services	\$ 7,245.00	\$ 10,000.00	\$ 12,000.00	\$ 14,000.00	\$ 15,000.00	\$ 16,000.00	
81722-5210	Postal Services	\$ 800.00	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
81722-5230	Telecommunications	\$ 2,655.00	\$ 2,600.00	\$ 3,200.00	\$ 3,500.00	\$ 4,000.00	\$ 4,500.00	
81722-5308	Insurance	\$ 4,000.00	\$ 8,000.00	\$ 8,500.00	\$ 9,000.00	\$ 10,000.00	\$ 11,000.00	
81722-5410	Rent/Lease Equipment	\$ -	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	
81722-5530	Food and Lodging	\$ 500.00	\$ 650.00	\$ 1,000.00	\$ 1,500.00	\$ 2,000.00	\$ 2,500.00	
81722-5510	Mileage	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	
81722-5540	Convention and Education	\$ 700.00	\$ 1,000.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
81722-5810	Dues and Association Memberships	\$ 300.00	\$ 300.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	
81722-6001	Office Supplies	\$ 430.00	\$ 800.00	\$ 1,100.00	\$ 1,600.00	\$ 1,800.00	\$ 2,000.00	
81722-6002	Food Supplies	\$ 390.00	\$ 250.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	
81722-6003	Agricultural Supplies	\$ 1,350.00	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00	
81722-6004	Medical & Lab Supplies	\$ -	\$ 200.00	\$ 200.00	\$ 300.00	\$ 400.00	\$ 500.00	
81722-6005	Janitorial and Laundry Supplies	\$ 470.00	\$ 300.00	\$ 500.00	\$ 600.00	\$ 700.00	\$ 800.00	
81722-6007	Repair and Maintenance Supplies	\$ 2,370.00	\$ 5,500.00	\$ 6,000.00	\$ 6,500.00	\$ 7,000.00	\$ 7,500.00	
81722-6008	Equipment and Vehicle Fuels	\$ 600.00	\$ 1,200.00	\$ 1,500.00	\$ 1,700.00	\$ 1,900.00	\$ 2,100.00	
81722-6009	Equipment and Vehicle Supplies	\$ 600.00	\$ 700.00	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00	
81722-6011	Uniforms & Wearing Apparel	\$ -	\$ 300.00	\$ 500.00	\$ 600.00	\$ 700.00	\$ 800.00	
81722-6012	Books and Subscriptions	\$ -	\$ 100.00	\$ 200.00	\$ 300.00	\$ 400.00	\$ 500.00	
81722-6014	Other Operating Supplies	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	
81722-6025	Computer Supplies	\$ 180.00	\$ 180.00	\$ 250.00	\$ 300.00	\$ 450.00	\$ 500.00	
81722-6047	Furniture and Equipment	\$ 400.00	\$ 600.00	\$ 800.00	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00	
81722-6049	Permits	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ -	
81722-6050	Technology Hardware/Software	\$ 250.00	\$ 250.00	\$ 500.00	\$ 300.00	\$ 300.00	\$ 300.00	
81722-8201	Machinery and Equipment	\$ 31,960.00	\$ 65,000.00	\$ 6,000.00	\$ 4,000.00	\$ 4,500.00	\$ 5,000.00	Major equipment purchase complete 2006
	Annual VRA Payment (Hangar #5 & 6)	\$ -	\$ -	\$ -	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	First VRE Payment 2008
	Capital Projects Matching Funds	\$ -	\$ 173,900.00	\$ 838,000.00	\$ 90,000.00	\$ 630,000.00	\$ -	See Chart Below for Funding Requirements
	TOTAL	\$ 231,943.00	\$ 438,688.00	\$ 1,056,311.00	\$ 390,424.00	\$ 892,843.00	\$ 271,249.00	
Local Matching Requirements				Projected Funds to be Financed		Other Possible Future Projects		
Runway Improvements - 2006	\$ 47,900.00			Site Design	\$ 18,000.00		Wash Rack	
Land Acquisition - 2006	\$ 20,000.00			T-Hangar #6 & #6 Site Preparation	\$ 140,000.00		Wells for Hangars #1-4	
AWOS - 2006	\$ 25,000.00			T-Hangar #6 & #6 Construction	\$ 650,000.00			
Terminal Study - 2006	\$ 6,000.00			Total to be financed	\$ 808,000.00			
Localizer/ILS - 2006	\$ 75,000.00							

REVENUE

Airport Revenue									Comments
	Budget 05	Revised 05	Budget 06	Revised 06	Budget 07	Budget 08	Budget 09	Budget 10	
Essar Lease	\$ 6,000.00	\$ 6,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 14,040.00	2010 20% increase
Condo Fees	\$ 10,920.00	\$ 11,000.00	\$ 12,600.00	\$ 12,600.00	\$ 11,928.00	\$ 12,528.00	\$ 13,155.00	\$ 13,815.00	5% annual increase
T-hangar 1	\$ 12,200.00	\$ 12,200.00	\$ 14,030.00	\$ 14,030.00	\$ 14,030.00	\$ 14,030.00	\$ 14,030.00	\$ 15,575.00	CPI increase per agreement
T-hangar 2	\$ 14,400.00	\$ 14,400.00	\$ 14,440.00	\$ 14,440.00	\$ 14,440.00	\$ 16,028.00	\$ 16,028.00	\$ 16,028.00	CPI increase per agreement
T-hangar 3	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	\$ 14,440.00	\$ 14,440.00	\$ 14,440.00	\$ 14,440.00	
T-hangar 4	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 14,440.00	\$ 14,440.00	\$ 14,440.00	
Clear Span #1	\$ -	\$ -	\$ -	\$ -	\$ 5,560.00	\$ 5,560.00	\$ 5,560.00	\$ 5,560.00	
Clear Span #2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,700.00	\$ 3,700.00	\$ 3,700.00	
Fuel Fee	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	\$ 2,500.00	\$ 3,000.00	\$ 3,600.00	\$ 4,000.00	
County T-hangars	\$ 139,000.00	\$ 141,000.00	\$ 160,500.00	\$ 145,000.00	\$ 148,000.00	\$ 238,000.00	\$ 249,900.00	\$ 262,395.00	5% annual increase (new hangars @ \$350/mo)
Tie Downs	\$ 14,000.00	\$ 13,260.00	\$ 16,170.00	\$ 16,170.00	\$ 22,152.00	\$ 23,260.00	\$ 25,586.00	\$ 26,966.00	5% annual increase
Misc. Revenue	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
State maintenance	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -	
TOTALS:	\$ 231,520.00	\$ 234,860.00	\$ 270,740.00	\$ 255,240.00	\$ 249,040.00	\$ 358,976.00	\$ 374,329.00	\$ 392,849.00	
Transfer from General Fund	\$ 70,000.00	\$ 62,300.00	\$ 64,650.00	\$ 64,650.00	\$ 80,000.00	\$ 80,500.00	\$ 81,000.00	\$ 81,500.00	
Virginia Resources Authority Funding	\$ -	\$ -	\$ -	\$ -	\$ 808,000.00	\$ -	\$ -	\$ -	
Federal Entitlement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	
TOTALS:	\$ -	\$ -	\$ -	\$ 64,650.00	\$ 888,000.00	\$ 230,500.00	\$ 231,000.00	\$ 231,500.00	See Chart Below
GRAND TOTAL:	\$ 231,520.00	\$ 234,860.00	\$ 270,740.00	\$ 319,890.00	\$ 1,137,040.00	\$ 589,476.00	\$ 605,329.00	\$ 624,349.00	
Cumulative Fund Balance		\$ 113,000.00		\$ (5,798.00)	\$ 75,931.00	\$ 274,983.00	\$ (12,531.00)	\$ 340,569.00	
Projected Funds to be Financed									
T-Hangar #6 & #6 Site Design	\$ 18,000.00								
T-Hangar #6 & #6 Site Preparation	\$ 140,000.00								
T-Hangar #6 & #6 Construction	\$ 650,000.00								
Total to be financed	\$ 808,000.00								

After additional discussions, the following recommendations were made:

Jim Van Luven motioned to amend the ACIP to move the site work associated with the Clear Span Hangar to Year #2. Dennis Hunsberger seconded the motion. The motion passed unanimously.

Mr. Hooper advised the Committee that a proposal has been received to locate an Avionics Facility at the Airport. Mr. Hooper stated that an RFP would be released to allow for competitive bidding for said facility.

Mr. Hooper indicated that a new proposal regarding replacing the current Personal Property Tax with a User Fee will be presented at a future meeting.

The next meeting of the Airport Committee will be Monday, June 27, 2005 @ 5:30 p.m. in the conference room at the Warrenton-Fauquier Airport.

With no further business Bob Newman moved and Chuck Medvitz seconded the motion that the meeting be adjourned at 7:30 p.m.